

SECTION 42 RECERTIFICATION NOTICE

SECOND NOTICE

To: _____

Date: _____

From: _____

Dear _____,

On _____, and _____, I sent notices regarding the annual recertification of your income, assets. This information is necessary to determine your eligibility for an apartment under the Section 42 Low Income Tax Credit program. As of today, I have not been able to complete the recertification process because:

- ☐ You have not responded to my initial notice.
- ☐ You missed your recertification interview and have not re-scheduled another appointment.
- ☐ Your income and asset information is incomplete.
- ☐ Other _____

As I stated to you in my previous notices, the Internal Revenue Service (IRS) requires an annual recertification. They continue to state that without this recertification, continued occupancy is not allowed. Do to this fact, I have no alternative but to inform you that your lease for the upcoming year will not be renewed. Effective _____, your lease is terminated. I will be contacting you to discuss our apartment turnover procedure.

Sincerely,

Property Manager

Original-Resident
Copy-Resident File